



APPLICATION FOR PART-TIME ADJUNCT FACULTY

(OFF-CAMPUS AND ONLINE)

Approval to teach does not guarantee a contracted teaching assignment.

The application process requires that complete information be submitted for the following items and returned by Mail, Fax, or E-mail: *Off-Campus Programs/Faculty Recruiting*

802 Industrial Drive
 Mount Pleasant, Michigan 48858
 Fax: 989-774-7409
 E-mail: profedfr@cmich.edu

- 1) **CMU's Application:** Please complete this application with the requested information, sign and date the form.
- 2) **Curriculum Vita (CV, Resume)**
- 3) **Transcripts:** Copies of transcripts indicating the posting of all your degrees are acceptable.

PLEASE TYPE OR PRINT IN DARK INK

1. Name: _____
Last First Middle (Is there any other name used for work or school that we should know in order to check on your work and educational records?)

2. U.S. Soc. Sec. No.: _____ or Canadian Social Ins. No. _____

3. Home Address: _____
Street City State Zip Code

4. Employer: _____

5. Present Position: _____

6. Day Telephone: _____ 7. Evening Telephone: _____

8. Cell Phone: _____ 9. Fax Number: _____

10. E-mail: _____

11. How did you learn about CMU's Part-Time Teaching opportunities? *(Please be specific, ex. name of Website, Ad, etc.)*

12. Have you ever been convicted of a felony or misdemeanor or do you have any felony charges pending against you? Yes No
 If yes, list date(s), type of offense(s), circumstances, county where conviction occurred and action taken.

If determined necessary by the university I authorize a background check with respect to criminal convictions. Yes No

13. Are you legally eligible for employment in the U.S.? Yes No

14. Do you require any type of VISA sponsorship? Yes No

15. Degrees:

| Degree | Date Degree Awarded | Discipline | Institution |
|--------|---------------------|------------|-------------|
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16. Teaching experience. Please list courses recently taught.

| <i>Course Title</i> | <i>Undergrad Course</i> | <i>Grad Course</i> | <i>Most Recent Semester & Year Taught</i> | <i>Institution</i> |
|---------------------|-------------------------|--------------------|---|--------------------|
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17. Please list at least 1-2 of your most recent publications, research/creative scholarly endeavors, providing publication data and descriptions of research in progress. The curriculum vita that you attach should provide complete information.

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18. Using CMU course numbers please list specific courses that you are requesting approval to teach at the undergraduate and/or graduate level. Please view current teaching opportunities at www.cel.cmich.edu/faculty/recruitment/job-postings.html, for course number and descriptions. (CMU may make additional requests based upon your education and experience.)

Dept. & No.

Course Title

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
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| _____ | _____ |

I certify with my signature below that all information provided on any employment application form, resume, or vita is complete, true and accurate to the best of my knowledge.

In connection with my application for part-time employment opportunities, I understand that my current and former employers may release any information contained in my personnel file or otherwise known by them to Central Michigan University. I also understand that information may be verified and any misrepresentation of facts may be considered cause for dismissal and/or removal of approvals regardless of when discovered by the University.

I specifically release from liability any current or former employers, their agents, representatives, employees, officers, or directors for giving such information to Central Michigan University.

19. SIGNATURES: _____
Applicant (please sign)
Date

For Office Use Only:

Official transcripts are attached ___ yes ___ no. If no, the highest degree (_____)
 was verified (by phone) by _____ on _____.
Name
Date